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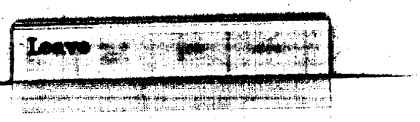

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5 May 1952

25X1A8a MEMORANDUM TO: Chief, [redacted]

FROM: Chief, General Support Unit
Administrative Staff (Special)

SUBJECT: Emergency Leave

25X1A8a 1. Reference is made to your memorandum of 27 March to Chief, [redacted] and to our discussion with you, Mr. [redacted] and Mr. [redacted] of 25X1A9a
25X1A9a the General Counsel's staff, Mr. [redacted] and Mr. [redacted] 25X1A9a

2. Emergency leave as such has no official recognition in a civilian sense. The matter of the leave itself is covered by Agency regulations. Sick and annual leave and leave without pay are provided for and the administrative controls and procedures are clearly set forth. The problem which you raise is obviously that of the transportation costs involved in cases of personal emergency when it is necessary for the employee or employee's dependent or both to return to the U. S. Travel for purely personal reasons is necessarily at personal expense. However, there are often times circumstances which color the case which appears at least superficially to be purely a personal matter. Inasmuch as circumstances do alter cases and inasmuch as we do have the problems, we believe as indicated in our conversations that whenever you are presented with a practical problem of this general nature you should seek assistance from administrative units of the Agency including the General Counsel's staff and, when appropriate, authoritative support in meeting the problems.

3. The General Support Unit of the Administrative Staff (Special) is undertaking a study of this "emergency leave" problem. We must recognize that the problems arise without regard to the fact that there is no over-all policy which would provide solutions. Our first analysis of the problem leads us to believe that some sort of welfare or employees emergency fund may be the answer. We are exploring, also, with other agencies their techniques for meeting such problems when they arise among their overseas employees. We are concerning ourselves not so much with what the regulations say as with what the administrative practices are within those regulations. We do believe, however, that a voluntary association of employees recognized but not officially sponsored by the Agency with some sort of graduated scale of contributions and repayment standards could meet both the problem and any legal considerations involved.

4. We recognize that this discussion does not provide you with a simple solution to your problems. At the risk of unnecessary repetition, however, we recommend again that as the individual cases arise, you call upon those in the Agency who have in the past attempted to meet similar

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problems. In some but probably not all instances some sort of action will be possible.

[redacted] 25X1A9a

Chief, General Support Unit
Administrative Staff (Special)

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